Minutes Session **A** – Tuesday 17th January 2017 - **11:10** AM

**Present members** – Jamie Izak Slome, Jack Galvin, Zehra Punjwani

**Goals**

1. **Set-up a Git repository**
2. **Decide upon management and team structure**
3. **Discussion of initial thoughts regarding task and theory.**
4. **Employ management tools.**

**Achievements**

1. **Successfully set-up Git repository adding all three team members as collaborators.**
2. **After 5 minutes of stand-up discussion, we agreed on a Waterfall methodology.**
3. **Resources found on KEATS, agreement made amongst members to self-research said resources.**
4. **Team members collaborating in a Trello team account (Kanban methodology).**

Further comments:

Next meeting Friday 20th January 2017. All team members should be present.

Relevant theory and resources to be discussed further and any findings.